

**DRAFT
MEETING MINUTES
TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP**

Wednesday, July 21, 2004

Meeting was held in the 1st Floor Conference Room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington.

Present:

Members:

Alan Hull, Chairman, Department of Transportation
Marc Johnson, Vice-Chairman, Department of Natural resources
Sgt. John McIntosh, Department of Fish & Wildlife
Bob Schwent, Washington State Patrol
Dennis Hausman, Department of Information Services
Jose Zuniga, Department of Corrections
Clark Palmer, Washington State Patrol
Spencer Bahner, King County

Minutes:

Kim Stolz, Washington State Department of Transportation

Guests:

Fred Radovich, Motorola
David Babbitt, Motorola

Introductions:

Attendees were asked to briefly introduce themselves.

Approval of Minutes:

The meeting notes from 6/23/04 were reviewed and an addition was made under "Assignment of Charter Requirements." It should also read, "Alan asked members to review and give suggestions to Dennis." The change will be made and posted on the website.

The meeting notes from 7/7/04 were reviewed and accepted by all members present.

Final Draft of Risk/Severity Matrix:

Marc Johnson handed out the matrix with revisions. Changes were underlined and wording that had been eliminated was crossed out. Additional modifications were made during the meeting and Marc will make the changes and send to Dennis. Dennis will then send to the members for finalization. The final product will be ready to submit to the SAW Group during the August 4th meeting.

**DRAFT
MEETING MINUTES
TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP**

Final Reading & Verification of Charter Requirements & Assignments for Submission to the SAW Group:

Modifications were made last meeting and reviewed this meeting. The following changes were made to the Assignment of Responsibilities:

- C. All
- Strike Curt Kyle's name
- G, H, I Add Sgt. McIntosh's name

Final Approval on the Group Charter

More time was needed before final approval can be made, so it was decided that a special project meeting will be held on July 28th for further discussion with the members. They will prepare the final draft of the Group charter and Gantt Chart. The results will be discussed in the next scheduled meeting on August 4th.

Continued Discussion of Frequency Coordination Process:

The process was not discussed in detail. It was recommended and approved that an appeal process be added for agencies. It was decided that Alan and Dennis will work together on the chart and make modifications. Their changes will be presented in the next meeting.

Overview Report Doc (McNeil Island) Partnership with the City of Tacoma

A meeting is being made with the consultant to review the final report which is being submitted next week.

"In A Perfect World....." A Proposed Radio Communications Plan for Washington State

There was not enough time left for a discussion, so it was decided it would be discussed in the Special Project Meeting on July 28th.

SIEC involvement with products that are not licensed

This topic was not discussed.

Additional Items Discussed:

A handout was passed around titled, "SIEC Radio Cache Model". The handout covers the necessary items to consider for a radio cache such as structure, frequency management, cost factors, deployment, ownership, operation training and maintenance.

A draft decision packet handout was passed around also. This needed to be presented by the end of the business day. Budget amounts were determined and added to the packet and approved for Dennis to move forward.

**DRAFT
MEETING MINUTES
TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP**

CQ's were handed out and discussed. Alan will modify the Technical CQ to reflect electrical design engineering.

New Business:

License 5 interoperability VHF channel pairs (Sgt. John McIntosh)

Next scheduled meeting will be held on Wednesday, August 2, 2004 from 10:00 am – 12:00 pm. Location of the meeting is at 1110 Jefferson Street SE, Olympia, WA.